



Breakfast Club Policy

Phoenix Community Primary School

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Ratified by the Governing Body: July 2016

Due for Review: July 2019

Admissions

Criteria

We are usually able to accommodate most applications for Breakfast Club but in the event of over subscription the following criteria will be applied:

- Current family association - a sibling in Breakfast Club at the time of entry.
- Health reasons.
- Special Circumstances - for whatever reason parents require their child to attend Breakfast Club and have no other means of care for their child. By admitting the child to Breakfast Club it would assist and support the family.

Registration

Every day a register is taken by the Breakfast Club Worker. Any medical or dietary requirements are taken from the school's records.

Attendance

A register will be taken at the start of each session to account for all children with a place booked in the Breakfast Club;

If a child should attend Breakfast Club with no previous notification, every effort will be made to accommodate the child providing there is space available. If there is no space available and to accept the child would create a Health and Safety issue, parents will be contacted to request that they collect their child

Rules

If these rules are broken, there are set procedures for discipline and parents are informed and consulted.

Staff and children will negotiate and agree a set of positive Breakfast Club rules at the beginning of each school year and these rules will be displayed at all times. They should be easy to understand and apply and should be reviewed regularly, at least once each term; These rules support the School rules and children are expected to behave as they would do in school

If inappropriate behaviour is identified, especially if this behaviour contravenes health and safety issues, exclusion from the Breakfast Club will be considered.

Payment

Money should be paid in advance - weekly, monthly, half termly or termly on the first day of attendance. An invoice will be sent to parents if monies not received after one week.